


**Memorandum**

Office of Faculty Affairs

**Date:** July 11, 2023

**To:** Department Chairs

**From:** Diane Guido   
Associate Vice President, Faculty Affairs

**Subject:** Application for Sabbatical Leaves during the 2024-25 Academic Year

The sabbatical application will again be online this year and we will be utilizing the Interfolio system for the review process. In order to initiate a sabbatical or DIP application “case” in Interfolio, faculty members will need to request activation using a GoogleForm. Once the faculty member submits their sabbatical/DIP application through Interfolio, the departmental and college reviews will also occur in this same format.

To get the process started, we ask that you review the attached draft list of eligible applicants and confirm with our office whether there are any additions or deletions according to your records.

Once the list is confirmed, we are requesting that you send the following link for the 2024-25 sabbatical leaves or difference-in-pay leaves to eligible full-time faculty in your department.

[Sabbatical Application Link](#)

IMPORTANT: Please note that the above link will take applicants to the [GoogleForm](#) where they will request that a sabbatical application or DIP application be initiated by Faculty Affairs on their behalf. After submitting the GoogleForm request, applicants will be able to access their Sabbatical or DIP application directly by signing into [Interfolio](#) where they will submit all necessary documents including the application form found on our website: <https://www.csun.edu/faculty-affairs/forms> and attached to this email.

Applicants can find instructions on the process on the Faculty Affairs website: <https://www.csun.edu/faculty-affairs/forms>. Reviewers can find instructions on the review process on that same website.

Please email me or call me at extension 2962 if you have questions. For confirmation of eligible faculty members, please contact the Office of Faculty Affairs at [Faculty.Affairs@csun.edu](mailto:Faculty.Affairs@csun.edu).

DG:RPS

cc: Provost Meera Komarraju  
College Deans